ATTACHMENT 1

PERFORMANCE WORK STATEMENT (PWS)

United States Environmental Protection Agency

Performance Work Statement (PWS)

Removal Support Team 3 Contract

Contracts Formerly Referred to as:
Technical Assistance Team (TAT)
Superfund Technical Assessment & Response Team (START)
Removal Support Team 2 (RST2)

Table of Contents

I. Introduction 5
A. Purpose 5
B. Background 5
II. Technical Requirements 5
A. Response Activities 6
1. Emergency Response 7
2. Counter Terrorism Response 7
3. Oil Spill Response 7
4. Federal Disaster Response 8
5. Fund-Lead Removal 8
6. Potential Responsible Party (PRP) Responses 8
7. Minor Containment 8
B. Assessment/Inspection Activities 9
1. Removal Assessment (RA) 9
2. Integrated Assessments (IA) 9
C. Technical Support Activities (Routine) 9
1. Public Participation Support 9
2. Administrative Records Support 9
3. Enforcement Support 10
4. Cost Recovery 10
5. General Technical Support 10
D. Data Management Support 11
E. Preparedness and Prevention Activities 11
1. Contingency Planning 11
2. Counter Terrorism/Domestic Preparedness 11
3. Chemical Emergency Preparedness 12
F. Technical Support Activities (Non-Routine) 12
1. Multi-media Surveys and Inspections 13
2. Treatability Studies 13
3. Engineering Evaluation and Cost Analysis (EE/CA) 13
4. Human Health/Ecological Risk Assessment 13
5. Regional Response Center (RRC) Support 13

6. Regional Response Team (RRT) Support 13
G. Training 14
1. General Training Requirements 14
2. Training Equipment Requirements 14
III. Documentation Requirements 14
Exhibit A – Specific Tasks List 15
Exhibit B – Statutory and Regulatory Framework 25
Exhibit C – Acronyms 30
Exhibit D – Levels of Personal Protective Equipment 32
Exhibit E – EPA Regional Offices 34
Exhibit F – Agency Security Requirements for Contractor Personnel 36
Exhibit G – Response Times Information 40

I. Introduction

A. Purpose

The purpose of the Removal Support Team 3 (RST 3) contract is to provide nationally consistent advisory and assistance services to Environmental Protection Agency (EPA) On-Scene Coordinators (OSCs) and other federal officials implementing EPA's responsibilities under the national response system. These responsibilities are described in the background below. The contractor shall fulfill these responsibilities within the Region 2 geographic area of New York, New Jersey, Puerto Rico and the United States Virgin Islands as well as across the United States on a backup regional response, cross regional response, national response, and international response. The contractor shall be prepared to provide scientific/technical support for EPA activities in furtherance of the agency's primary mission: the protection of human health and the environment. For each assigned task, the contractor shall provide appropriately experienced, trained, and accredited personnel with current credentials/certifications, as well as all supplies, materials, tools, and equipment necessary to complete the job.

B. Background

Under the authority of legislation, Presidential Directives, and promulgated regulations, EPA is responsible for protecting human health and the environment. EPA is delegated authority to undertake removal and remedial response actions with respect to the release or threat of release of oil, hazardous substances, or pollutants and contaminants. The National Response Framework (NRF) is the principle federal mechanism for responding to releases of hazardous substances and oil, utilizing a multi-layered network of individuals and teams for federal, state and local agencies, and industry.

EPA's role under the NRF is to respond to emergencies within its area of jurisdiction, with respect to the release/discharge or threat of release/discharge of oil, hazardous substances, pollutants, contaminants, or fire or explosion hazard. Under several federal and regional contingency plans, EPA has the responsibility for coordinating all federal, state, local, and private efforts associated with responding to environmental emergencies. EPA is required to respond to nuclear, biological, chemical, radiological (NBCR) events as part of a disaster or counter terrorism/weapons of mass destruction (CT/WMD) incident. EPA supports states and communities in their preparedness and response activities. EPA is responsible for conducting evaluations and cleanups of uncontrolled hazardous substance disposal sites and placing those that are considered to pose a significant threat to human health or the environment on the National Priorities List (NPL).

Listing a site on the NPL is one tool among many that are available to EPA and state cleanup program managers to accomplish the cleanup of contaminated waste sites. For additional information, see EPA OSWER Directive 9203.1-06, "Guidance on Setting Priorities for NPL Candidates sites."

II. Technical Requirements

The technical requirements under this performance work statement (PWS) include response, preparedness and prevention, assessment and inspection, technical support, data management, and training. Exhibit A – Specific Tasks List, identifies tasks that may be performed to satisfy contract requirements.

The contractor shall perform the following tasks on a routine basis (Sections II. A, B, C and D):

A. Response Activities

Response activities shall support EPA's obligations under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Oil Pollution Act (OPA), Stafford Act, Homeland Security Act of 2002, as well as any future laws or regulations promulgated pertaining to EPA's response obligations.

The contractor shall maintain a 24-hour, seven-days-a-week, year-round response capability to respond to EPA's needs pursuant to the terms of this contract on a regional, backup regional, cross regional, national, and international response (See Exhibit E – EPA Regional Offices). To this end, the contractor will provide the following: a list of personnel who will perform assigned tasks according to the approved tasking documents; appropriately qualified personnel with the appropriate levels of personal protection equipment (PPE) for each response situation (See Exhibit D – Levels of Personal Protective Equipment); and all necessary equipment, in good working condition and trained staff to operate equipment. Further, the contractor will support the Regional Emergency Operations Centers (REOCs) and Emergency Response Notification System (ERNS) during spills/releases, and periods of multiple emergencies, disasters, and terrorist acts. This includes support for Emergency Operations Centers (EOC) and Disaster Field Offices under the NRF and National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Contractors, who respond to incidents in the field, shall maintain Incident Command System (ICS) training in accordance with Federal Emergency Management Agency (FEMA) guidance on ICS levels of training for response personnel. At a minimum, this includes ICS 100 and ICS 200. Independent study (IS) courses for ICS 100, ICS 200, ICS 700, and ICS 800 are currently available through the FEMA Emergency Management Institute's Independent Study Program as IS-100.b, IS-200.b, IS-700.a, and IS-800.b.

The contractor shall monitor and oversee response activities, workers, and public safety; be knowledgeable about ICS and assist federal, state and local responding agencies with the implementation of ICS; adhere to appropriate safety procedures and advise the OSC on health and safety matters.

The contractor shall provide sampling, analytical, field detection/monitoring and Quality Assurance/Quality Control (QA/QC) support, in accordance with applicable methods, procedures and guidelines; document site conditions and compile information and data in a clear and concise manner; conduct data management activities to facilitate documents being readily available for distribution; provide technical advice, findings, facts, recommendations; suggest technical options and review technical submissions, including work plans for EPA and other federal, state and local officials as directed; assist with coordination and communication between federal, state and local responding agencies, and the public; and be proficient in National Pollution Fund Center (NPFC) Forms. The NPFC forms are found at http://www.uscg.mil/npfc/forms.asp.

Response times vary across the EPA Regions. The contractor will be required to comply with region-specific response times as covered in Exhibit G, Response Time Information.

The contractor shall provide a Level A team or teams, with appropriate equipment necessary to perform Level A response operations safely and in a timely manner. Level A labor is defined as labor and equipment costs for personnel who are conducting response actions utilizing Level A personnel

protective equipment (PPE) as defined by 40 C.F.R. 1910.120. Level A labor is utilized when the highest level of protection for skin, eyes, and the respiratory system is required due to measured (or potential for) high concentration of hazardous atmospheric vapors, gases, or particulates at a specific area or site (i.e., hot zones).

Level A teams shall respond within the same timeframes allotted for Non-Level A responses as specified in Exhibit G, Response Time Information, and be fully equipped to respond to an incident with sufficient PPE and supplies to support Level A operations for 12 hours. All Level A operations, medical monitoring, Standard Operating Procedures and training must be conducted in accordance with OSHA 1910.120. The contractor shall be able to conduct Level A entries independently and jointly with qualified EPA personnel, other EPA contractors and other federal agencies.

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, EPA requires a set of procedures as outlined in Exhibit F, Agency Security Requirements for Contractor Personnel.

1. Emergency Response

The contractor shall assist EPA in helping state and local responders plan for emergencies; and maintain response capability to respond to discharges or threatened discharges as defined in Subparts D and E of the NCP.

During normal working hours the Core Response Team shall deploy four (4) people within two hours of receiving the request to respond. After hours, the team shall have one (1) on-call person available to immediately deploy to the office to start getting equipment and supplies ready. Within two hours they shall have 4 persons ready to deploy to the scene. The four (4) person team may, or may not include the on-call person. At all times, the team shall have a total of 8 persons available to deploy to the scene of an incident within 8 hours of receiving the request to respond. All members of the team shall be able to respond within 24 hours of notification.

2. Counter Terrorism Response

The contractor shall provide qualified response personnel proficient in sampling and analysis of NRCB threats; provide personnel proficient in operating/monitoring NRCB equipment and technologies; provide NRCB monitoring and testing equipment and supplies; provide appropriate level of PPE and decontamination methods; provide EPA with expert guidance and recommendations on NRCB response equipment, technologies and protocols; assist EPA in coordinating with key federal partners; and assist EPA in training first responders and providing resources in the event of terrorist incident(s). The contractor shall have the ability to access response-related preventive medication in support of an incident for their response personnel.

3. Oil Spill Response

The contractor shall provide technical advice, findings, facts, recommendations, and options to the EPA's Contracting Officer's Representative (COR); provide technical support to EPA to achieve the cleanup or removal of released hazardous substances from the environment; support EPA in responding to the release or threat of release of oil or petroleum products; be familiar with oil containment and recovery techniques for inland and coastal waterways; be familiar with Area Plans/Subarea Plans, including sensitive areas; and oversee proper placement and deployment of containment boom, skimming and recovery operations.

4. Federal Disaster Response

The contractor shall provide technical support to EPA in conjunction with other federal, state or local agencies in the planning and preparedness for natural and man-made disaster response under the NRF or other federally adopted national response plans; provide technical support to EPA in performing Federal Disaster Assistance surveys of damage caused by disasters or assessment of damages to public water or sewage treatment facilities or related environmental problems; and have response personnel trained in EPA CERCLA assessment procedures, which support FEMA mission assignments for EPA disaster response actions.

5. Fund-Lead Removal

The contractor shall provide appropriate technical information that details strategies to mitigate the threat to human health and the environment from hazardous substances; provide EPA with technical support in monitoring on-site activities by federal, state, local agencies, and contractor(s) (e.g. Emergency and Rapid Response (ERRS) contractor(s)); and provide cost oversight during fund lead removal actions, including EPA, OPA, and USCG NPFC funded responses. The contractor shall provide support with documentation per the revised Removal Action Memorandum Guidance (September 2009) at http://www.epa.gov/osweroe1/docs/oil/ncp/Superfund_removal_guide_for_preparing_action_memo.pdf

6. Potential Responsible Party (PRP) Responses

The contractor shall be knowledgeable of CERCLA§107, Potentially Responsible Parties (PRP) and Clean Water Act (CWA) (See Exhibit B – Statutory and Regulatory Framework); provide technical and administrative support to EPA for identification and notification of PRPs related to a release on a site or facility (See Exhibit A – Specific Tasks List); assist in preparing PRP objectives for site cleanup and work requirements (See Exhibit A – Specific Tasks List); and review PRP work plans, monitor work to ensure that the assessment or cleanup activities are performed correctly and in accordance with applicable statute(s), the NCP, and any other relevant law or regulations. (See Exhibit B – Statutory and Regulatory Framework.)

7. Minor Containment

Minor containment responses require all necessary response actions completed at the site or provide temporary stabilization prior to the mobilization of other responders. A minor containment response usually does not exceed 40 hours per assignment. The minor containment is a result of CERCLA 104(b) activities (pre-removal and investigatory activities) or NCP 300.305 (Phase II activities) for oil spill responses.

The contractor shall contain and stabilize minor releases of oil or hazardous substances, such as leaking containers (55 gallon drums, barrels, and smaller containers), oil discharged to waterways, or spills to soil; be capable of deploying sorbent booms in water bodies, building small dams to interrupt the flow of contaminants; be capable of emergency pumping over packing, hand bailing, or hand excavation; identify and advise EPA that a minor containment will either entirely address/complete the response or will provide necessary short-term stabilization until other responders arrive; and have EPA preapproval for initial minor containment activities and containment activities that exceed 40 hours.

B. Assessment/Inspection Activities

The primary objective of the site assessment phase is to obtain the data necessary to identify the priority sites posing threats to human health or the environment. The site assessment phase begins with site discovery or notification to EPA of possible release of hazardous substances.

1. Removal Assessment (RA)

The contractor shall provide technical support to EPA on removal assessment activities; and perform removal assessment activities in accordance with EPA OSWER Directive 9360.3-08, "Superfund Removal Procedures/The Removal Response Decision: Site Discovery to Response Decision" dated September 1994, and the NCP.

A removal assessment focuses on determining the potential immediate threat a site may pose on human health and the environment. The results of this assessment are used by EPA to determine whether a removal action or some other response is warranted.

2. Integrated Assessments (IA)

The contractor shall assess the potential for short or long term clean-up actions; and perform IA activity in accordance with EPA OSWER Short Sheet 9345.16FS, "Integrating Removal and Remedial Site Assessment Investigations," dated September 1993. This document is available from EPA by requesting call number PB93-963341 or online at http://www.epa.gov/nscep/index.html.

IA activities shall also be performed in accordance with Removal Site Evaluation and Site Inspection as referenced by above for Removal Site Evaluation and with EPA/540-R-92-021, "Guidance for Performing Site Inspections under CERCLA," dated September 1992 at: http://www.epa.gov/superfund/sites/npl/hrsres/si/siguidance.pdf. The purpose of an IA is to gather data that meet the requirements of both a RA and a SI at the same site. The data gathering effort at these sites may require field screening and full Contractor Laboratory Programs (CLP) analysis of samples.

C. Technical Support Activities (Routine)

The requirements under this section include the gathering and analysis of technical information and related data, the preparation of draft technical reports and related materials on oil and hazardous substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

1. Public Participation Support

The contractor shall perform public participation activities in accordance with EPA OSWER Directive 9360-05, "Public Participation Guidance for On-Scene Coordinators: Community Relations and the Administrative Record," dated June 1992, and "Community Relations in Superfund: A Handbook," dated January 1992; and provide technical support to EPA in the development, planning, and implementation of community relations and public support activities.

2. Administrative Records Support

The contractor shall provide technical support to EPA for compiling information for inclusion in the Administrative Record, as defined in Section 113(k) of CERCLA. The Administrative Record includes records, data, and guidance that EPA uses to determine the federal response action.

3. Enforcement Support

The contractor shall provide EPA with technical support for government enforcement at sites. The primary goal of EPA's enforcement program is to identify PRPs and to obtain voluntary settlement or, if necessary, to compel PRPs to implement site cleanups. Once the PRP has agreed to take response actions, the goal of the enforcement program is to ensure that the assessment or cleanup activities are performed in accordance with applicable statute(s), the NCP, and any other relevant guidance.

4. Cost Recovery

The contractor shall provide technical and administrative support to EPA in collecting and securing evidence to aid EPA in its cost recovery efforts. This may include compiling cost documentation packages and gathering information, which may be used to establish liability and support EPA's response decisions.

The contractor shall collect and organize data in defense of claims, such as claims for reimbursement under CERCLA and other applicable environmental statutes. This service will be in support of preparation by EPA for civil and administrative settlements, including pre-trial and auxiliary services, leading to formal negotiations/meetings with private parties, and trial.

The contractor shall analyze government-furnished documents (e.g., provide support for data analysis of the overall cost recovery program). Government-furnished documentation may include a description of work performed, site specific cost summaries, tracking of oversight costs, billings and payments received, statutes of limitations, and status of past removals and remedial actions.

If EPA is unable to provide access to documents needed in the performance of cost recovery activities, the contractor shall obtain specific cost information from firms whose EPA contracts have expired.

The contractor shall copy, organize, summarize, maintain, and track evidentiary materials, which are stored in a non-site specific manner to facilitate review of liability determinations.

The contractor shall have a document storage technology, which reflects EPA's technology.

5. General Technical Support

The contractor shall provide information, analysis, options, and recommendations for implementing emerging technologies and maintaining program currency.

The contractor shall provide information and options, which will enable EPA to draft specifications for EPA program activities. The specifications are used in connection with the provision of technical and cleanup support. The contractor shall provide information for EPA's review and approval. EPA will make the final determination of the acceptability of the information the contractor submits. Examples of technical specifications include data for developing site safety plans for response personnel and the public, information on local contingency planning, methods of hazard mitigation, containment, countermeasures, on-site treatment systems, removal and disposal options, and personnel and equipment requirements.

D. Data Management Support

The contractor shall provide data management support using various programs including SCRIBE; utilize hardware and software to provide information technology support in the form of web applications; Geographical Information Systems (GIS) support in the form of maps, data, mapping application, and other products; mobile device application development; maintenance of data applications utilized for inspections, investigations response, and contingency planning; and be used routinely to enter, track, document (i.e., create and provide metadata) or retrieve information and data developed during the performance of the contract. To the extent possible, the contractor shall use and/or adapt existing tools, software, information standards (EPA, FGDC, ISO, Data.gov) and conventions. When reporting analytical results for time critical removals, oil spill responses, natural disasters, and other large-scale events, the contractor shall to the extent possible use electronic data deliverables and an automated data review tool, such as Web Electronic Data Review (WebEDR).

The contractor shall perform the following tasks on a non-routine basis (Sections II. E, F, and G):

E. Preparedness and Prevention Activities

Preparedness and planning activities involve contingency planning, counter terrorism/domestic preparedness and prevention, chemical emergency preparedness and prevention, and continuous release. Generally, the requirements under this section involve non-transportation related facilities that produce, store, process, refine, handle, transfer, distribute, or consume oil or hazardous substances. The contractor shall provide support to assess physical security conditions for all field activities.

1. Contingency Planning

The contractor shall provide technical support to EPA with reviewing and analyzing federal, state, local and regional response contingency plans regarding applicable laws and regulations. EPA shall approve all final contingency plans developed and/or revised. Contingency plan activities shall meet contingency plan requirements for both government and industry outlined in federal and state statutes. This includes, OPA, NCP, RCPs, Area Contingency Plans, and Sub-Area Contingency Plans, and any other contingency plans created by statute, e.g., facility response plan (FRP), National Response Framework Plans, as well as any other region-specific plans.

2. Counter Terrorism/Domestic Preparedness

The contractor shall provide technical support in EPA's counter terrorism planning and response efforts; perform tasks to increase awareness and preparedness among federal, state and local responders of the potential threat posed by nuclear, biological, incendiary, chemical, and explosive terrorism; participate in regional, cross regional, national, and international drills, exercises, and training; assist EPA in the Crisis Management and Consequence Management phases of a terrorist incident response; and develop programs and procedures to prevent and prepare for deliberate releases resulting from terrorist incidents in accordance with the following guidance documents:

- EPA's homeland security priorities are based largely on responsibilities outlined in Homeland Security Presidential Directives (HSPDs) at http://www.epa.gov/homelandsecurityportal/laws-hspd.htm. The following have specific EPA tasking:
  - HSPD-5**:** Management of Domestic Incidents, 2003

  - HSPD-7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003 (HSPD-7 updates Presidential Decision Directive (PDD)-63, Critical Infrastructure Protection from May 1998)
  - HSPD-8: National Preparedness, December 2003
  - HSPD-9: Defense of U.S. Agriculture and Food, January 2004
  - HSPD-10: Biodefense for the 21 Century, April 2004
  - HSPD - 12, Policies for Common Identification Standard for Federal Employees and Contractors, 22 August 2004.
  - HSPD-20: National Continuity Policy, May 2007
- Presidential Decision Directives (PDD) - 39, U.S. Policy on Counter terrorism, 21 June 1995.
- PDD - 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998.
- National Security Presidential Directive - 33, Biodefense for the 21st Century, 28 April 2004
- Presidential Policy Directive - 2, Implementation of the National Strategy for Countering Biological Threats, 23 November 2009.
- EO – 13527, Establishing Federal Capability for the Timely Provision of Medical Countermeasures Following a Biological Attack, 30 December 2009.
- U.S. Policy on Counter-terrorism, dated June 21, 1995 can be located at (www.fas.org/irp/offdocs/pdd39.htm).
- Title XIV of Public Law 104-201, The Defense Against Weapons of Mass Destruction Act, also known as Nunn-Lugar-Domenici.
- Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188.
- The Homeland Security Act of 2002, signed into law on November 25, 2002 (Pub. L. 107-296) in response to the September 11, 2001 terrorist attacks.
- Other programs, such as the NCP and the NRF.
- EPA 550-F-98-014, "EPA's Role in Counter-Terrorism Activities", dated February 1998, http://www.epa.gov/osweroe1/docs/chem/ct-fctsh.pdf.

3. Chemical Emergency Preparedness

The contractor shall review Federal, state and local contingency and response plans prepared under the Clean Air Act (CAA), Emergency Planning and Community Right to Know Act (EPCRA), CERCLA, OPA, NRF, and NCP to ensure compliance with the requirements described in "Criteria for Review of Hazardous Material Emergency Plan," dated May 1988, (NRT-1A) (http://nrt.org/) and integrated contingency plan guidelines available from the regional office.

The contractor shall, on facilities selected by EPA, provide a threat, hazard, risk and vulnerability assessment for releases from the facility into the environment. The contractor shall provide technical assistance and compliance assistance to the facility. The contractor shall review facility reports and verify facility chemical inventory amounts. Facility inspections to verify the accuracy of facility evaluation reports shall be conducted and documented on a "EPCRA Sections 311/312 and Release Prevention Inspection Form."

F. Technical Support Activities (Non-Routine)

The requirements under this section include the gathering and analysis of technical information and related data, the preparation of draft technical reports and related materials on oil and hazardous

substance investigation, assessment cleanup, disposal technologies, process activities, operations, problems, and trends.

1. Multi-media Surveys and Inspections

The contractor shall provide technical support to EPA for multi-media surveys and inspections activities. EPA conducts multi-media surveys and inspections at facilities where hazardous substances are managed, treated, stored, or disposed. EPA also conducts these activities at the release of environmental hazardous substances. These activities may support multiple environmental regulations and/or programs.

2. Treatability Studies

The contractor shall perform treatability studies in accordance with EPA 540-R-92-071A, "Guide for Conducting Treatability Studies under CERCLA" available at http://www.epa.gov/superfund/policy/remedy/pdfs/540r-92071a-s.pdf and OSWER Directive 9380-.3-10, NTIS Order Number# PB93-126787IN; and provide for laboratory, bench, and /or pilot scale treatability studies. The treatability study provides waste treatment and site specific response data to support the feasibility and use of technologies at a site.

3. Engineering Evaluation and Cost Analysis (EE/CA)

After EPA issues the EE/CA approval memorandum, the contractor shall conduct EE/CA activity in accordance with EPA 540-R-93-057, "Guidance on Conducting Non-Time Critical Removal Actions under CERCLA," dated August 1993. This document is available at http://www.ntis.gov as publication number PB93-963402. EE/CAs are required for non-time critical removal actions.

The purpose of the EE/CA is to allow public participation in the removal decision process, if time permits, and give consideration to alternatives to land disposal. The goal of an EE/CA is to identify the objectives of the removal action and to analyze various alternatives.

4. Human Health/Ecological Risk Assessment

The contractor shall perform human health and ecological risk assessments in accordance with relevant guidance. Toxicity values can be sought using the Integrated Risk Information System (IRIS), Health Effects Summary Tables, and other sources. Risk assessment may include, but is not limited to data collection and evaluation, exposure assessment, toxicity assessment, and risk characterization.

5. Regional Response Center (RRC) Support

The contractor shall provide support to the RRC as described under Section II.A, "Response Activities," of this PWS.

6. Regional Response Team (RRT) Support

The contractor shall provide technical support to the RRTs. There are 13 RRTs, each representing a particular geographic region (including the Caribbean and the Pacific Basin). RRTs are composed of representatives from field offices of the federal agencies that make up the National Response Team, as well as state and local representatives and interested members of the public. The four major responsibilities of RRTs are: (1) response; (2) planning; (3) training; and (4) coordination.

G. Training

1. General Training Requirements

The contractor shall provide technical support to EPA for training activities, both presentation and development; develop classes which incorporate new regulations and issues pertinent to the response community; accommodate specific training needs of the organizations to be trained; continually evaluate all training material, content, quality, and effectiveness; recommend to EPA the appropriate additions, deletions and modifications of training material; provide more than one class during the same time period, if required; provide adequate manpower, equipment and reference materials to class attendees; coordinate class schedules with the requesting agency and EPA as far in advance as possible; provide EPA with a proposed monthly training calendar; provide all course attendees with reference material, such as NIOSH pocket guides, Orange DOT guidebook, government regulations, and all other reference material used in the course as needed to be loaned to the student for the duration for the class. All reference material will be current and the contractor will provide student manuals for each student.

2. Training Equipment Requirements

The contractor shall provide current, calibrated, and operational equipment, which is necessary to support the training courses; be responsible for disposing of any hazmat chemicals and waste chemicals/PPE in accordance with all federal, state and local regulations; present course material to EPA for review and approval prior to delivery; and refer any questions relating to the interpretation of EPA policy, guidance, or regulation to EPA training staff.

III. Documentation Requirements

In the course of performing tasks identified in this PWS, the contractor shall submit all analyses, options, recommendations, reports, training materials, and any other work products in draft form for review by the Contracting Officer (CO) or the COR prior to use or distribution.

The contractor shall not publish, release, use, or disclose any work product (including training materials) generated under this PWS without EPA's written approval; interpret EPA policies or regulations when conducting any training, seminars, or presentations; and/or provide any legal advice or legal interpretations.

The Government will make all final regulatory, policy, and interpretative decisions resulting from contractor provided advice and assistance; and will also make all final decisions regarding compliance determinations, or the violations of an order, law, regulation, etc.

The contractor shall submit documents that demonstrate a good command and correct usage of the English language (e.g., discussion of facts flow in a coherent and organized manner); use proper grammar (noun and verb tense correspond, etc.); and are free of incomplete sentences and misspelled words.

For deliverables that contain recommendations, the contractor shall explain or rank policy; explain or rank alternative actions; describe procedures used to arrive at recommendations; summarize the substance of deliberation; report any dissenting views; and cite sources relied upon.

The contractor will not provide legal services under this contract.

Exhibit A – Specific Tasks List

This list is not intended to be all inclusive, but it is a historically based list of tasks that support the PWS requirements. For ease of organization, tasks are arranged by the activity where they have typically occurred first, for example, identification of local and elected officials could be performed as either a Response or Assessment activity. Therefore, since Response is the first activity in the PWS the task is listed under Response. This exhibit structure does not preclude using a task in any other contract activity.

PWS Activities:

A. RESPONSE ACTIVITIES
B. ASSESSMENTS/INSPECTIONS ACTIVITIES
C. TECHNICAL SUPPORT (Routine Activities)
D. DATA MANAGEMENT SUPPORT
E. PREPAREDNESS AND PREVENTION ACTIVITIES
F. TECHNICAL SUPPORT ACTIVITIES (Non-Routine)
G. TRAINING

A. RESPONSE

The contractor shall support EPA in the following tasks:

1. Identify local and elected officials.
2. Obtain site access documentation from affected parties.
3. Collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause.
4. Analyze the nature, amount, and location of discharged or released materials.
5. Analyze the probable direction and time of travel of discharged or released materials.
6. Analyze whether the discharge is a worst case discharge, in accordance with Sec. 300.324 of the NCP.
7. Identify the pathways to human and environmental exposure.
8. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil.
9. Identify the pathway and nexus to navigable waters.
10. Analyze the potential impact on sensitive areas, natural resources, and property.
11. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
12. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
13. Monitor work of other federal contractors
14. Coordinate with and assist other federal contractors to be determined by EPA, as required.
15. Recommend waste disposal options.
16. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
17. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.

18. Provide site communications, for example, radios, repeaters, commercially available radio systems, and telephones.
19. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
20. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
21. Identify pollutant dispersal pathways.
22. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
23. Identify and confirm locations of areas of oil deposition/collection.
24. Identify locations optimal for oil recovery.
25. Identify and develop strategies to protect sensitive areas.
26. Monitor for health and safety compliance.
27. Review and recommend health and safety procedures for response activities, such as OSHA levels of protection associated with a site.
28. Develop site specific Health and Safety Plans (HSPs) for field activities which comply with OSHA and EPA requirements.
29. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
30. Conduct both on-site and/or off site environmental sampling activities.
31. Provide analytical services to include the following: Contract Laboratory Program (CLP) (via sample coordinator); non-CLP (including EPA regional laboratory and regional analytical services contracts); field screening; and mobile laboratories
32. Perform air monitoring.
33. Perform analytical data validation.
34. Complete and maintain documentation of all contractor actions and costs.
35. Provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide the following: the source and circumstances of the release; the identity of responsible parties; the response action taken; an accounting of contractor costs incurred in support of EPA response actions; and the impacts and potential impacts to the public health and welfare and the environment
36. Assist in search and rescue efforts.
37. Perform nuclear/biological/chemical sampling and analysis.
38. Decontaminate equipment and personnel. This includes not only the contractor's but also Government-owned and operated equipment that is used exclusively by the Government, as well as any shared equipment.
39. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
40. Provide for emergency transportation services.
41. Acquire specialized transportation during emergencies and time critical events.
42. Provide transportation of emergency equipment via air and/or land support during emergencies and time critical events.
43. Procure office facilities during emergencies and time critical events.
44. Report to and work within the incident command structure.
45. Provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment).

46. Provide temporary stabilization prior to the mobilization of other responders.
47. Coordinate with state and Federal Natural Resource Trustees.
48. Provide cost analysis/information for response alternatives.
49. Document site-specific contractor costs incurred for response actions.
50. Observe and document federal, state, and private actions taken to conduct a response action.
51. Obtain permits from federal, state, or local agencies, associated with the contractors' response activities.
52. Develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.

B. ASSESSMENT

The contractor shall support the EPA in the following tasks:

1. Locate and review existing site, facility, and/or release data.
2. Conduct off-site perimeter visual observation of the site.
3. Conduct site visits to identify all potential hazards. Document site conditions with written and visual documentation.
4. Conduct waste profile analyses.
5. Assess potential impact to endangered species, historical sites, and other cultural resources.
6. Conduct file reviews, for example, federal, state, and local agency records, to obtain background information to analyze releases of hazardous substances, pollutants, contaminants, or oil.
7. Collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews.
8. Identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, contaminants, or discharge of oil.
9. Collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis. The contractor is required to submit a quality management plan which will be approved by the agency. Once approved by the agency, they will use the approved EPA guidelines as the standard method for sample collection and analysis.
10. Review and interpret environmental data.
11. Identify and address data gaps required to meet EPA assessment objectives, for example, background levels, applicable or relevant and appropriate requirements (ARARs), groundwater information.
12. Install monitoring wells and/or piezometers.
13. Conduct geophysical surveys/investigations.
14. Dispose of investigation derived wastes in accordance with EPA OSWER Directive 9345.3-02, "Managing IDW for Site Inspections." The document is available at http://nepis.epa.gov, Document number 540G91009.
15. Determine pathway-specific receptors and surrounding population density.
16. Locate other environmentally sensitive receptors, for example, wetlands and endangered species.
17. Provide recommendations and options regarding the following:

    - identify releases that pose no significant threat to public health or the environment

- whether an immediate threat to public health or the environment exists
- potential need for a removal action
- further investigation
- no further action
- state referral
- referral to other federal agencies
- referral to other EPA programs
- facility actions
- other actions.

18. Analyze site risks regarding whether site contaminants pose a current or potential risk to human health and the environment in the absence of any response action to include the following:

    - contaminant identification
    - exposure assessment
    - toxicity assessment
    - risk characterization
    - provide information necessary to determine whether or not a response is necessary at the site, provide justification for any response action proposed, and explain what exposure pathways need to be addressed

19. Perform analytical sampling.
20. Conduct site visits and inspections as necessary to identify, evaluate, and delineate habitat types including wetlands.
21. Collect, review, and/or analyze topographic, photographic, and available relevant data from scientific publications, federal, state and local agencies, and academic institutions to provide support in the identification of physical and biological factors to be considered in the determination of areas and resources (physical and biological) that have potentially been affected by the release of hazardous substances.
22. Evaluate site data, media, habitats, and ecological relationships to identify, analyze, and document pathways of contaminant migration and concentration. This may include the use of computerized information systems and models.
23. Collect, preserve, identify, and prepare terrestrial and/or aquatic biological specimens for population and community analysis. Evaluation of gross pathology and individual organs and/or cells on a histological or sub-cellular basis for any pathological changes resulting from the release of hazardous substances, oil, or petroleum products.
24. Design, perform, and analyze field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species.
25. Operate government-owned equipment at the direction of the OSC.
26. Pick up, transport, and deliver necessary government equipment to and from response sites.
27. Decontaminate equipment operated by the government at a response site prior to its being transported away from that location.

C. TECHNICAL SUPPORT

The contractor shall support EPA in the following tasks:

1. Locate and review files of waste generator(s), site owner(s), site operator(s), and other documents relating to past operator(s), for example, deeds, court transcripts.
2. Interview site owner(s), operator(s), state/local officials, residents, and other interested parties.
3. Provide a written record of PRP identification efforts to assist EPA in determining cost liability.
4. Identify PRPs.
5. Analyze the accuracy, timeliness, and completeness of PRP reports.
6. Document PRP activities and provide negotiation support.
7. Verify PRP compliance with enforcement orders.
8. Analyze PRP documents and actions for compliance with enforcement actions.
9. Conduct deed and title searches.
10. Provide appraisals of real property.
11. Provide financial analysis and corporate research.
12. Develop public information summaries for internet distribution.
13. Disseminate EPA-approved information to the public.
14. Provide expert testimony.
15. Provide health indication sampling and analysis.
16. Provide engineering design products and services.
17. Collect and compile data from spill reports, pollution reports (POLREPS) and spill notification phone lines.
18. Provide COR-approved information to the state, local, or natural resource trustee agencies.
19. Input data from spill reports.
20. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.
21. Maintain an electronic emergency information system that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the internet.
22. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
23. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
24. Provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements and uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
25. Provide technical support to EPA in enforcement case development support including well drilling and sampling, field sampling, geophysical surveys, well inventories and other support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.
26. Provide technical and administrative support to EPA in the development of an enforcement plan.
27. Collect and review available data and background information about a site, facility, or release. This shall include information about the nature of the waste present, waste

management at the site, environmental data, and health data. Collection of data also includes photographic and cartographic documentation of site conditions.

28. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
29. Draft lessons learned reports.
30. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.
31. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.
32. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
33. Provide data management for tracking community relations activities, including milestones in community relations plans.
34. Establish and update information repositories at or near the facility.
35. Prepare general or site specific fact sheets.
36. Provide support in planning and conducting public meetings and technical discussions involving PRPs and the public. This support will include the provision of audio-visual aids and reports as required by EPA.
37. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
38. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.
39. Provide recording/transcript services for public meetings or for the administrative record.
40. Prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies.
41. Provide for a complete and operating public information office at locations specified by task orders. Such a public information office shall be maintained and operated by the contractor to provide the public with access to EPA generated informational documents concerning sites.
42. Assemble EPA-provided records.
43. Organize, maintain, and duplicate materials.
44. Compile documents for the administrative record.
45. Publicize location of the repository in local newspapers.
46. Coordinate records compilation with state offices and federal facilities.
47. Organize and compile records for enforcement cases.
48. Collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods.
49. Perform an audit of cost documentation based upon EPA provided guidance.
50. Produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance.
51. Ensure that the cost document compilation is complete.
52. Provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis.
53. Accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in agency financial and documentation systems.

54. Provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge.
55. Maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation.
56. Research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites.
57. Review and analyze audits or technical reports for relevance to cost claims.
58. Provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
59. Gather documents from EPA that authorized the work and documents that provide evidence that work was performed.
60. Provide support in collating, re-filing, and organizing the above information as needed.

D. DATA MANAGEMENT

The contractor shall support EPA in the following tasks:

1. Keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response.
2. Provide data input/output services for digital and hard copy formats which meet user-defined Data Quality Objectives (DQO) and standards.
3. Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
4. Develop data dictionary/meta data results for all applications and data collected.
5. Identify/develop data sort/report generation capabilities appropriate for all program support activities.
6. Provide data and report analysis for all data collected.
7. Provide analysis of data utilization.

E. PREPAREDNESS AND PREVENTION

The contractor shall support EPA in the following tasks:

1. Provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
2. Compile a list of response resources.
3. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
4. Review and analyze response technologies, including innovative and alternative technologies.

5. Design, analyze, and participate in drills and exercises using the appropriate guidelines, such as the National Strike Force Coordinating Center Pollution Response Emergency Preparedness Guidelines.
6. Provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment.
7. Perform plume modeling for releases into water and air.
8. Provide technical and logistical support in the development of site specific contingency plans for state or local response organizations.
9. Provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations.
10. Support state and local responders in planning for emergencies associated with weapons of mass destruction.
11. Provide logistical support for key federal partners during meetings and/or training exercises.
12. Research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act.
13. Research and analyze available counter-terrorism training.
14. Conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned.
15. Identify, review, and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization.
16. Provide technical support to the agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program.
17. Provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels.
18. Provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts.
19. Provide technical support to evaluate and research state-of-the-art technology, as it relates to the counter-terrorism response activities.
20. Coordinate national response system activities, including drills, which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized).
21. Generate Geographical Information System (GIS) documentation.
22. Generate bilingual documentation.
23. Provide translation services.
24. Conduct outreach activities for regulated facilities, federal, state, tribal, and local agencies, and the public about the requirements associated with the Chemical Emergency Preparedness and Prevention program.
25. Provide training, as authorized by EPCRA, for federal, state, tribal, and local response personnel, such as preparedness exercises, earthquake planning and preparedness, and other contingency plans.
26. Provide technical support for local, regional, national, and international preparedness planning.
27. Provide technical information directed at the regulated community to regulated facilities, federal, state, tribal, and local agencies, and the public.
28. Assist in targeting facilities for inspection, which may include gathering prior spill history of the facility; conducting aerial reconnaissance; drive by windshield surveys; and/or interviews

of government personnel, industry representatives, and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities.

29. Document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations.
30. Provide support in communicating with facilities to provide technical assistance and compliance assistance.
31. Participate in community outreach activities such as table top exercises or workshops with industry and community representatives.
32. Prepare fact sheets, brochures, or manuals on a range of subjects related to compliance EPA must review and approve all fact sheets, brochures, or manuals prior to finalization and distribution to the public and/or regulated community.
33. Provide support in preparing general specific industry sector mailings.
34. Provide support with obtaining facilities suitable for workshops, meetings, or other appropriate outreach activities.
35. Provide support with regional community outreach activities.
36. Analyze facility reports.
37. Develop summary reports of evaluated facilities.
38. Perform facility inspections to verify accuracy of facility evaluation reports.
39. Monitor reporting of continuous releases.
40. Communicate with facilities to provide technical assistance and compliance assistance.
41. Preparing publications relating to compliance such as fact sheets, brochures, or manuals. (EPA must review and approve all publications prior to finalization and distribution to the public or regulated community).

F. TECHNICAL SUPPORT (NON-ROUTINE)

The contractor shall support EPA in the following tasks:

1. Design, develop, prepare, analyze, and report observations of planning, training, and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region.
2. Analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants, assess equipment availability, readiness, and coordination among RRT member agencies, and other public and private agencies.
3. Document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans, and special subject plans.
4. Provide logistical support for scheduled RRT meetings.
5. Select and reserve meeting space.
6. Arrange site tours and meetings.
7. Develop visual aids to include computer driven presentations.
8. Document technical meeting minutes.
9. Provide a technical summary of the meeting.
10. Attend scheduled RRT meetings.
11. Develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices.

12. Accompany the EPA during on site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed.
13. Record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act or the Clean Water Act (CWA).
14. Compile multi-media checklists to be used at sites, facilities, or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. The contractor shall treat all CBI in accordance with the CBI clauses in the contract.
15. Perform literature surveys including the use of the Alternative Treatment Technology Information Center (ATTIC), the Superfund Innovative Technology Evaluation (SITE) Program, the Record of Decision Systems (RODS) database, and the Risk Reduction Engineering Laboratory (RREL) Treatability Database. Access to be provided by EPA, if necessary.
16. Prepare project planning documents to include the following: work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts.
17. Perform laboratory, bench, and/or pilot-scale testing of established, emerging, and/or innovative technologies.
18. Evaluate the effectiveness and compliance of the tested or proposed technologies with federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
19. Report the findings of the studies to EPA.
20. Oversee and review treatability studies being performed by PRPs.
21. Provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.
22. Provide technical and administrative support in preparing a draft EE/CA report, which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis, and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgments will be made by EPA.
23. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.

TRAINING

The contractor shall support EPA in the following tasks:

1. Develop and provide training to federal, state, and local response organizations related to the activities described in this PWS.
2. Support EPA with schedule preparation and conducting training sessions.
3. Provide EPA specific classes such as EPCRA, CAMEO, and CAA 112(r) training, etc.

Exhibit B – Statutory and Regulatory Framework

SUPERFUND - GENERAL

This list is a representative sample and is not intended to be all inclusive.

I. Laws - Statutes

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) (1980), (42 U.S.C. s/s 9601 et. seq.), as amended
- Superfund Amendments and Reauthorization Act (SARA) (1986)
- Community Environmental Response Facilitation Act (CERFA) (1992)
- Asset Conservation, Lender Liability, and Deposit Insurance Protection Act of 1996 (1996)
- The Small Business Liability Relief and Brownfields Revitalization Act (2002)
- Clean Water Act (CWA) (1972), (33 U.S.C. s/s 1251 et. seq.) - particularly Section 311
- Oil Pollution Act (OPA) (1990)
- Resource Conservation and Recovery Act (RCRA), particularly Subtitle I
- Emergency Preparedness and Community Right-to-Know Act (EPCRA)
- Robert T. Stafford Natural Disaster Act (Stafford Act), (42 USC 5121, et. seq.), as amended
- Homeland Security Act, Public Law 107-296
- Clean Air Act, (42 USC 85), as amended

II. Code of Federal Regulations (CFR)

- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR Part 300

III. Federal Registers (significant notices)

- 50 FR 47912; November 20, 1985 - NCP Final Rule (revisions added by CERCLA)
- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384; September 15, 1994 - NCP Final Rule (revisions added by OPA)

IV. Executive Orders (EO) and Presidential Decision Directives (PDD)

- EPA's homeland security priorities are based largely on responsibilities outlined in HSPDs at http://www.epa.gov/homelandsecurityportal/laws-hspd.htm. The following have specific EPA tasking:
    a. HSPD-5**:** Management of Domestic Incidents, 2003
    b. HSPD-7: Critical Infrastructure Identification, Prioritization, and Protection, December 2003 (HSPD-7 updates Presidential Decision Directive (PDD)-63, Critical Infrastructure Protection from May 1998)
    c. HSPD-8: National Preparedness, December 2003
    d. HSPD-9: Defense of U.S. Agriculture and Food, January 2004
    e. HSPD-10: Biodefense for the 21 Century, April 2004
    f. HSPD - 12, Policies for Common Identification Standard for Federal Employees and Contractors, 22 August 2004.
    g. HSPD-20: National Continuity Policy, May 2007

- PDD - 39, U.S. Policy on Counter terrorism, 21 June 1995.
- PDD - 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, 22 May 1998.
- National Security Presidential Directive - 33, Biodefense for the 21st Century, 28 April 2004
- PDD - 2, Implementation of the National Strategy for Countering Biological Threats, 23 November 2009.
- EO – 13527, Establishing Federal Capability for the Timely Provision of Medical Countermeasures Following a Biological Attack, 30 December 2009.
- U.S. Policy on Counter-terrorism, dated June 21, 1995 can be located at (www.fas.org/irp/offdocs/pdd39.htm).
- National Response Framework, Department of Homeland Security/FEMA, January 2008

V. Policies and Guidance

- CERCLA/Superfund Orientation Manual, EPA Document Number: 542-R-92-005, URL: http://www.epa.gov/superfund/policy/remedy/pdfs/542r-92005-s.pdf

VI. Other References and Resources

- Superfund Home Page, URL: http://www.epa.gov/superfund
- Superfund 30th Anniversary Report, URL: http://www.epa.gov/superfund/30years/

DISCOVERY & NOTIFICATION

I. Laws - Statutes

- Section 103 of CERCLA as amended
- Section 304 of EPCRA (1986)
- Section 311 of CWA, as amended by the OPA

II. CFR

- 40 CFR Part 302 - Designation, Reportable Quantities, and Notification
- 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 110 - Discharge of Oil
- 40 CFR 300.405 - Discovery and Notification (Hazardous Substances)
- 40 CFR 300.300 - Phase 1 - Discovery or notification (Oil)

III. Federal Registers (significant notices)

- 46 FR 22144 - April 15, 1981 - Hazardous Substances Notification of Treatment, Storage, and Disposal Facilities
- 50 FR 13456 - April 4, 1985 - Release Notification Requirements for CERCLA
- 52 FR 13378 - April 22, 1987 - Release Notification Requirements for EPCRA
- 55 FR 45039 - August 25, 1993 - Oil Discharge Regulations
- 61 FR 7421 - February 28, 1996 - Oil discharge Regulations

IV. Other Resources

- Emergency Response Program Reporting URL: http://www.epa.gov/epahome/violations.htm

REMOVAL PROCESS

I. Laws - Statutes

- Sections 101 and 104 of CERCLA (definition of and authority for removal response)
- Section 113 of CERCLA (documentation requirements)
- Section 311 of the CWA, as amended by the OPA

II. CFR

- 40 CFR 300.410 - Removal Site Evaluation (Hazardous Substances)
- 40 CFR 300.415 - Removal Action (Hazardous Substances)
- 40 CRF Part 300 Subpart D - Operational Response Phases for Oil Removal

III. Federal Registers (significant notices)

- 55 FR 8666: March 8, 1990 - NCP Final Rule (revisions added by SARA)
- 59 FR 47384: September 15, 1994 - NCP Final Rule (revisions added by OPA)

IV. Policies and Guidance

- Superfund Removal Procedures OSWER, Directive Number: 9360.0-03B
- Guidance on Conducting Non-Time Critical Removal Actions Under CERCLA, Document Number: EPA 540-R-93-057, OSWER Directive Number: 9360.0-32
- Guide to Developing Action Memorandums, OSWER Directive Number: 9360.3-01FS
- Model Program for Removal Site File Management, OSWER Directive Number: 9360.2-01
- Superfund Fact Sheet: The Removal Program, OSWER Directive Number: 9320.0-05FSg
- Consideration of ARARs during Removal Actions, OSWER Directive Number: 9360.3-02 FS

V. Other Resources

- Superfund Office of Solid Waste and Emergency Response, http://www.epa.gov/superfund/partners/osrti/index.htm

COMMUNITY INVOLVEMENT

I. Laws - Statutes

- Section 113 of CERCLA

II. CFR

- 40 CFR 300.415(n) - Community Relations in Removal Actions
- 40 CFR 300.430(c) - Community Relations in Remedial Actions
- 40 CFR 300.430(e)(2)(iv) - Technical Assistance for Communities
- 40CFR 300.800 - Administrative Record

III. Federal Registers (significant notices)

- 55 FR 8666; March 8, 1990 - NCP Final Rule (revisions added by SARA)

IV. Policies and Guidance

- Superfund Community Involvement Handbook, Document Number: 540-K-01-003
- Superfund Removal Procedures: Public Participation Guidance for On-Scene Coordinators: Community Relations and the AR, OSWER Directive Number 9360.3-05
- Risk Assessment Guidance for Superfund: Volume 1, Human Health Evaluation Manual, Part A: Community involvement in Superfund Risk Assessments, Document Number: EPA 540-R-98-042
- Superfund Technical Assistance Grants, OSWER Directive Number: 9230.1-05FSA

V. Other Resources

- Superfund Community Involvement Home Page URL: http://www.epa.gov/superfund/community/index.htm

HUMAN HEALTH/ECOLOGICAL RISK ASSESSMENT

For Baseline Human Health Risk Assessments:

- Risk Assessment Guidance for Superfund (RAGS), Volume I: Human Health Evaluation Manual: Part A, Baseline Risk Assessment. Interim Final. December 1989. EPA 540/1-89/002. NTIS PB90-155581.
- Supplement to Part A: Community Involvement in Superfund Risk Assessments. March, 1999. EPA 540-R-98-042. OSWER Directive 9285.7-01E-P. NTIS PB99-963303.
- Part B, Development of Risk-Based Preliminary Remediation Goals. December, 1991. EPA 540/R-92/003. OSWER Directive 9285.7-01B. NTIS PB92-963333.
- Part C, Risk Evaluation of Remedial Alternatives. December 1991. EPA/540/R-92/004. OSWER Directive 9285.7-01C. NTIS PB92-963334.
- Part D, Standardized Planning, Reporting and Review of Superfund Risk Assessments. January 1998. EPA 540-R-97-033. OSWER Directive 9285.7-01D. NTIS PB97-963305.
- Risk Assessment Guidance for Superfund, Volume III - Part A, Process for Conducting Probabilistic Risk Assessment. December, 2001. EPA 540-R-02-002. OSWER Directive 9285.7-45. NTIS PB2002 963302.
- Supplemental Guidance to RAGS: Calculating the Concentration Term. June 22, 1992. OSWER Directive 9285.7-08I.
- Standard Default Exposure Factors. Interim Final. OSWER Directive 9285.6-03. March 25, 1991.

- Final Guidance Data Usability in Risk Assessment (Part A). April 1992. OSWER Directive 9285.7-09A. NTIS PB92-963356.
- Guidance for Data Usability in Risk Assessment (Part B). May 1992. OSWER Directive 9285.7-09B. NTIS PB92-963362.
- Dermal Exposure Assessment: Principles and Applications. January 1992. EPA 600/8-91/011B.
- Exposure Factors Handbook, Volume 1. 1997. EPA/600/P-95/002Fa.
- Exposure Factors Handbook, Volume 2. 1997. EPA/600/P-95/002Fb.
- Exposure Factors Handbook, Volume 3. 1997. EPA/600/P-95/002Fc.
- Air/Superfund National Technical Guidance Study Series, Volumes I, II, III, and IV. 1989. EPA 450/1-89-001,002,003,004.
- Final Soil Screening Guidance, May 17, 1996. Soil Screening Guidance User's Guide. Office of Solid Waste and Emergency Response. EPA/540/R-96/018.
- Soil Screening Guidance: Technical Background Document. EPA 540/R-94/126.
- EPA Risk Characterization Program. Memorandum from Administrator Carol Browner. Office of the Administrator, Washington, DC. March 21, 1995.
- Provisional Guidance for Quantitative Risk Assessment of Polycyclic Aromatic
- Hydrocarbons. Office of Research and Development, Washington, DC. EPA/600/R-93/C89.
- PCBs: Cancer Dose-Response Assessment and Application to Environmental Mixtures. Office of Research and Development, Washington, DC. EPA/600/P-96/001A.
- Revised Interim Soil Lead Guidance for CERCLA Sites and RCRA Corrective Action Facilities. July 14, 1994. OSWER Directive 9355.4-12.
- Calculating Upper Confidence Limits for Exposure Point Concentrations at Hazardous Waste Sites. December, 2002. OSWER Directive 9285.6-10.
- For Baseline Ecological Risk Assessments:
- Guidelines for Ecological Risk Assessment, Final. April 1998. EPA/630/R-95-002F.
- Ecological Risk Assessment Guidance for Superfund, Process for Designing and Conducting Ecological Risk Assessments. June 1997. EPA/540-R-97-006. OSWER Directive 9285.7-006. NTIS PB97-963211.
- Ecological Risk Assessment / Management Principles. October, 1999. OSWER Directive 9285.7-28P.
- Ecological Assessment of Hazardous Waste Sites: A Field and Laboratory Reference Document. EPA 600/3-89/013. March 1989.
- EcoUpdate: Intermittent Bulletins, Supplemental Guidance to RAGS, Vol. II. EPA Publications 9345.0-051.

Exhibit C – Acronyms

ACP	Area Contingency Plan
ARARs	Applicable or Relevant and Appropriate Requirements
CAA	Clean Air Act
CAMEO	Computer-Aided Management for Emergency Officials
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERCLIS	Comprehensive, Environmental Response, Compensation & Liability System
CFR	Code of Federal Regulations
CLP	Contract Laboratory Program
CO	Contracting Officer
COR	Contracting Officer's Representative
CRP	Community Relations Plan
CT	Counter Terrorism
CWA	Clean Water Act
DIMP	Data Information Management Plan
ECP	Electronic Contingency Plan
EE/CA	Engineering Evaluation/Cost Analysis
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
EPCRA	Emergency Preparedness and Community Right to Know Act
ERNS	Emergency Response Notification System
ERRS	Emergency and Rapid Response Services
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FRP	Facility Response Plan
GFP	Government Furnished Property
GIS	Geographical Information System
HASP	Health and Safety Plan
IA	Integrated Assessment
ICP	Integrated Contingency Plan
ICS	Incident Command System
IRIS	Integrated Risk Information System
JIC	Joint Information Center
LDP	Locational Data Policy
MOU	Memorandum of Understanding
NBCR	Nuclear, Biological, Chemical, Radiological
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NPFC	National Pollution Fund Center
NPL	National Priorities List
NRF	National Response Framework
NRT-1	National Response Team Hazardous Materials Emergency Planning Guide, March 1987
NRT-1A	National Response Team Criteria For Review Of Hazardous Materials Emergency Plans, May 1988
OEI	Office of Environmental Information

OPA	Oil Pollution Act
OPP	Oil Pollution Prevention
OSC	On-Scene Coordinator
OSHA	Office of Safety and Health Administration
OSWER	Office of Solid Waste and Emergency Response
POLREP(s)	Pollution Report(s)
PA/SI	Combined Preliminary Assessment and Site Inspection
PDA	Personal Data Assistant
PDD	Presidential Decision Document
PPE	Personal Protection Equipment
PRP	Potentially Responsible Party
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RA	Removal Assessment
RCP	Regional Contingency Plan
RCRA	Resource Conservation and Recovery Act
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
RPM	Remedial Project Manager
RQ	Reportable Quantity
REOC	Regional Emergency Operations Center
RRT	Regional Response Team
SARA	Superfund Amendments and Re-authorization Act
SI	Site Inspection
START	Superfund Technical Assessment & Response Team
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

Exhibit D – Levels of Personal Protective Equipment

Personal Protection Equipment (PPE) requirements are determined by the NIOSH/OSHA USCG/and the EPA Occupational-Safety and Health Guidance Manual for Hazardous Waste Site Activities issued in October 1985. Download at http://www.osha.gov/Publications/complinks/OSHG-HazWaste/all-in-one.pdf. Additional guidance is given in EPA Standard Operating Safety Guides, Publication 9285.1-03, dated June 1992. These guidance documents, or their updated versions, will be the final determination for personal protection guidance in this contract. All equipment associated with a particular level of protection, or modified level of protection, is to be supplied by the contractor for each site. Details of the appropriate level of protection will be covered in the HASP.

In an explosive atmosphere, intrinsically safe equipment is a requirement. Optional equipment must be available, depending upon site exigencies.

1. LEVEL A[1,2]

    - Pressure-demand, 4500 psi self contained breathing apparatus (MSHA/NIOSH approved)
    - Fully encapsulating chemical-resistant suit
    - Coveralls*
    - Underwear, long cotton underwear*
    - Gloves (outer), chemical-resistant
    - Gloves (inner), chemical-resistant
    - Boots, chemical-resistant, steel toe and shank. (Depending on suit, boot worn over or under suit boot)
    - Hard hat* (under suit)
    - 2-way radio communications (intrinsically safe)
    - Disposable protective suit,
    - Disposable gloves, and
    - Disposable boots* (Worn over fully encapsulating suit)

2. LEVEL B

- Pressure-demand, self-contained breathing apparatus (MSHA/NIOSH approved)
- Chemical-resistant clothing (overalls and long sleeve jacket; coveralls; hooded, one or two-piece chemical-splash suit; disposable chemical-resistant coveralls)
- Coveralls*
- Gloves (outer) chemical-resistant
- Gloves (inner) chemical-resistant
- Boots (outer) chemical-resistant, steel toe and shank
- Boots (outer) chemical-resistant (disposable)*
- Hard hat (face shield*)
- 2-way radio communication (intrinsically safe)

[1] Must also meet the NFPA Standard 1991 as amended in 1994 (and as subsequently updated).
[2] Note: Offeror shall maintain an adequate supply of Level A protective gear for both industrial chemical and chemical and biological warfare agent responses.

3. LEVEL C

- Full-face, air purifying respirator, (MSHA/NIOSH) approved
- Chemical-resistant clothing
    - One piece coverall; Hooded,
    - Two piece chemical splash suit;
    - Hood and apron;
    - Disposable coveralls*
    - Gloves (outer)
    - Gloves (inner)
    - Boots, steel toe and shank
    - Boots (outer) (disposable)*
- Hard hat (face shield*)
- Escape mask*
- 2-way radio communications (intrinsically safe)

4. LEVEL D

- Coveralls
- Gloves
- Boots/shoes, safety or chemical-resistant steel toe and shank
- Boots (outer) chemical-resistant, disposable*
- Safety glasses or chemical splash goggles*
- Hard hat (face shield)*
- Escape mask*

* Optional at the discretion of the OSC or RPM.

Exhibit E – EPA Regional Offices

EPA has ten regional offices, each of which is responsible for several states and territories. Each Regional Office is responsible within its states for the execution of the Agency's programs.

Region 1	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut
Region 2	New York, New Jersey, Puerto Rico, and Virgin Islands
Region 3	Pennsylvania, West Virginia, Virginia, Maryland, Delaware, and District of Columbia
Region 4	Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, and Florida
Region 5	Minnesota, Wisconsin, Michigan, Illinois, Indiana, and Ohio
Region 6	Texas, Oklahoma, New Mexico, Arkansas, and Louisiana
Region 7	Iowa, Nebraska, Kansas, and Missouri
Region 8	Colorado, Montana, North Dakota, South Dakota, Wyoming, and Utah
Region 9	California, Nevada, Arizona, Hawaii, Guam, Trust Territories, American Samoa, and Northern Mariana Islands
Region 10	Washington, Oregon, Idaho, and Alaska

EPA CROSSOVER AND BACKUP REGIONAL NETWORK

Every Region has established a Memorandum of Understanding with its backup Regions for the purposes of providing and receiving cross-regional support during significant incidents that may exhaust the personnel or resources of one Region. Each EPA Region should have access to, and the ability to accommodate, a primary and a secondary backup Region, as well as other Regions' and National assets, as needed.

The EPA Core Emergency Response program includes the following standard for backup Regions:

Region	Primary Backup Region	Secondary Backup Region
1	2	8
2	1	6
3	4 and 5	-
4	3 and 5	-
5	3, 4, and 6	7
6	7	5 and 2
7	5	6
8	9	10 and 1
9	8	10
10	9	8

Notes:

Regions 1 and 2 have an agreement for mutual primary support.
Regions 1 and 8 have an agreement for mutual secondary support.
Regions 2 and 6 have an agreement for mutual secondary support.
Regions 3, 4 and 5 have a 3-way agreement for primary support.
Regions 5, 6, and 7 have a 3-way agreement for primary and secondary support.
Regions 8, 9, and 10 have a 3-way agreement for primary and secondary support.

Exhibit F – Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**
  Contractor employees needing unescorted physical access to a controlled EPA facility[3] for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**
  Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to

[3] A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
  - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
  - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
  - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
  - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.

b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.

c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.

d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC

if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

a) Before the contractor employee can begin work on-site at the EPA:
   i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
   ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
   iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) **Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months**

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.

b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.

c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
   i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the

security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.

ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.

iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.

iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.

v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.

vi) Receive favorable fingerprint results.

d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.

e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.

f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.

g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.

b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.

c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

Exhibit G – Response Times Information

NON-LEVEL A RESPONSES

1. During normal working hours, the Core Response Team shall deploy four (4) people within two hours of receiving the request to respond.

2. During all other times, the Core Response Team shall have one (1) on-call person available to immediately deploy to the office to initiate preparation activities for deployment. Within four hours they shall have 4 persons ready to deploy to the scene. The four (4) person team may, or may not, include the on-call person.

3. At all times the Core Response Team shall have 8 persons available to deploy to the scene of an incident within 8 hours of receiving the request to respond.